

County of San Diego, Health and Human Services Agency (HHS) CalWORKs Program Guide Letter

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Welfare-To-Work (WTW) Activity Documentation and Reporting Requirements	344	1 of 3

Issue Date:

02/11/2015

Effective Date:

07/01/2014

Purpose:

To update employment services staff of a change regarding how the CalWORKs Welfare-To-Work (WTW) program hourly participation requirements are determined and to reformat CPG section 10-300.

Background:

Recipients must participate a minimum number of participation hours in the WTW Program as a condition of eligibility for CalWORKs, unless exempt per [CPG 10-020.A.2](#).

Policy Change:

WTW hourly participation requirements are determined by an average per week during the month, rather than by a weekly minimum.

Summary of Changes:

1. CPG Sections 10-300.A through 10-300.F were consolidated from six to four CPG sections. Reference [10-300.A](#) through [10-300.D](#). References in CPG to the previous links are obsolete and staff may reference changes detailed below:

Chapter	Is reformatted and located . . .
10-300.A Automated Monthly Progress Report/Monthly Progress Report	10-300.B Monthly Progress Report (MPR) <ul style="list-style-type: none"> • Reformatted • Removed AMPR references. • Added ES will submit supporting MPR excel documents to the WTW QA Unit Staff. • Removed 'WTW Activities' section and replaced with reference to Outcome Objectives as described in the updated 10-300.C and Processing Guide 10-300.C.1.
10-300.B Outcome Objectives	10-300.C Welfare-To-Work (WTW) Employment Services Performance Measure Outcome Objectives <ul style="list-style-type: none"> • Reformatted • Moved objective qualifications to Processing Guide 10-300.C.1. Processing Guide 10-300.C.1 <ul style="list-style-type: none"> • Added instruction on how to calculate each MPR objective. • Streamlined the definitions of the numerator/denominator to reference applicable CPG sections.
10-300.C Completion of	10-300.B Monthly Progress Report (MPR)

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MPR/Retention of Documentation/Data Validation	<ul style="list-style-type: none"> • Reformatted • Removed 'Exceptions to the AMPR', as ES contractor self-reports via the MPR. • Added clarification that contractors will adhere to Documentation and Reporting Requirements outlined in CPG 10-300.A. <p>10-300.C Welfare-To-Work (WTW) Employment Services Performance Measure Outcome Objectives</p>
10-300.D Matrix	<p>Processing Guide 10-300.C.1 Welfare-To-Work (WTW) Employment Services Performance Measure Outcome Objectives-Added to provide procedural instructions regarding calculating outcome objectives.</p> <ul style="list-style-type: none"> • Reformatted • Moved objective qualifications to Processing Guide 10-300.C.1.
10-300.E WTW Activity Documentation and Reporting Requirements	<p>10-300.A Welfare-To-Work (WTW) Activity Documentation and Reporting Requirements-Reformatted.</p> <ul style="list-style-type: none"> • Reformatted • Added regular attendance and satisfactory progress as part of educational documentation requirements <p>Processing Guide 10-300.A.1 Welfare-To-Work (WTW) Activity Documentation and Reporting Requirements</p> <ul style="list-style-type: none"> • Added to provide procedural instructions regarding documentation and reporting requirements. • Removed instruction that participation hours are a weekly minimum. • Added instruction that participation hours are averaged (monthly hours/4.33) • Removed Job Search Log, Form 06-117, as a source of documentation for ERE and ERT activities. • Changed JCL/JSN/ SUS activities to Job Search Core/JS less than 50%/JS equal or more than 50% activities to align with CW Program Memo No. 14-18 WTW Activity Changes in CalWIN. • Added clarification that if ECM is unable to verify hours worked in cross-over months, the hours must be excluded. • Added Supportive Service Review to include the evaluation of ancillary and transportation needs, as well as potential Overpayments/Underpayments. • Added details of required case comment elements. • Added details regarding the AMPR as a tool that may assist ES in tracking objectives. It is no longer a required report as ES contractors self report via the MPR.

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	Processing Guide 10-300.A.2 Welfare-To-Work (WTW) Activity Documentation and Reporting Requirements-Calculating Average Weekly Hours <ul style="list-style-type: none">Added to provide procedural instructions regarding calculating participation hours per ACL 14-80.All references to weekly (not averaged) participation requirements are obsolete and CPG sections containing this information are in the process of being updated.
10-300.F Quality Assurance Reviews-Employment Services	10-300.D Welfare-To-Work (WTW) Employment Services Quality Assurance Reviews <ul style="list-style-type: none">Pending reformat

Impacts:

Automation: None

Forms and Document Capture: None

Programs Affected: Welfare-To-Work (WTW)

Quality Control: None

References:

[ACL 14-80](#)

Sunset Date:

02/28/2018

Approval for Release:



Rick Wanne, Director
Eligibility Operations